

# AVBC Supporting Document Requirements

AVBC can only accept supporting documents that meet the following requirements:

1. Are colour copies of the original document at  $\geq 300$  dpi (or ppi) resolution. Scans of photocopies will not be accepted.
2. All edges and corners are included
3. All text is readable
4. Security features are visible (such as the issuing authority's official stamp, seal, signature, hologram etc.)
5. Are in .pdf format
6. Where a document has more than one page and/or side, all pages and sides are scanned and combined into one file.

Your assessment will be delayed if:

- Your documents do not meet the above requirements
- You do not upload the required documents

## Digital documents

Some documents will not be able to be assessed for resolution as they are digital text files (e.g. digital academic transcripts). In these cases, AVBC needs to be able to verify the authenticity of the document with the issuing organisation.

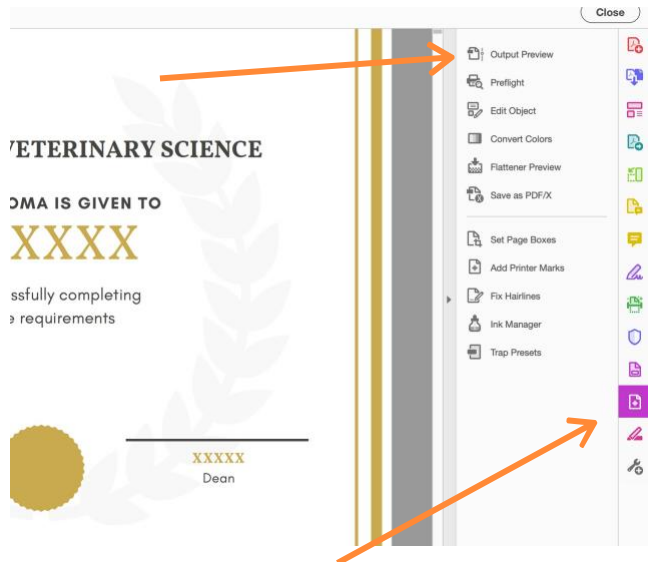
AVBC will contact you if there are any issues with verifying your digital documents.

# ✓ AVBC Supporting Document Requirements

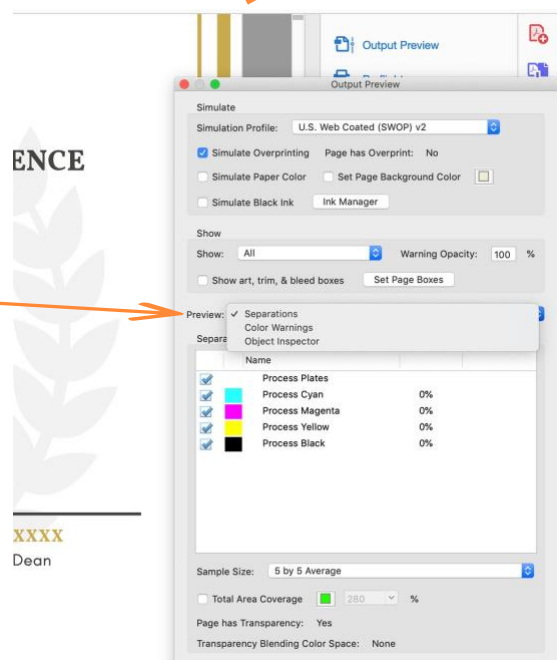
## Checking the resolution of a document

For pdf documents, use Acrobat DC to open the file. Go to:

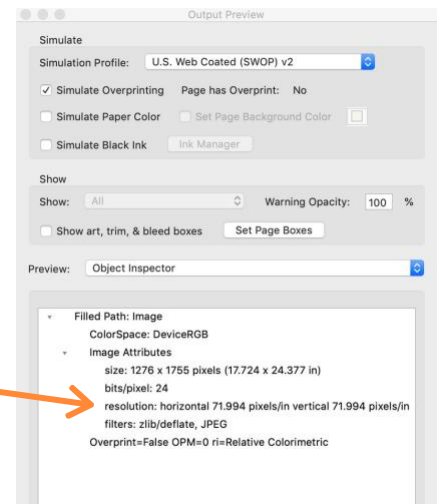
Print Production > Output Preview >



Preview Dropdown >



Object inspector > Click on document



This document fails our resolution standard because it is under 300dpi / ppi

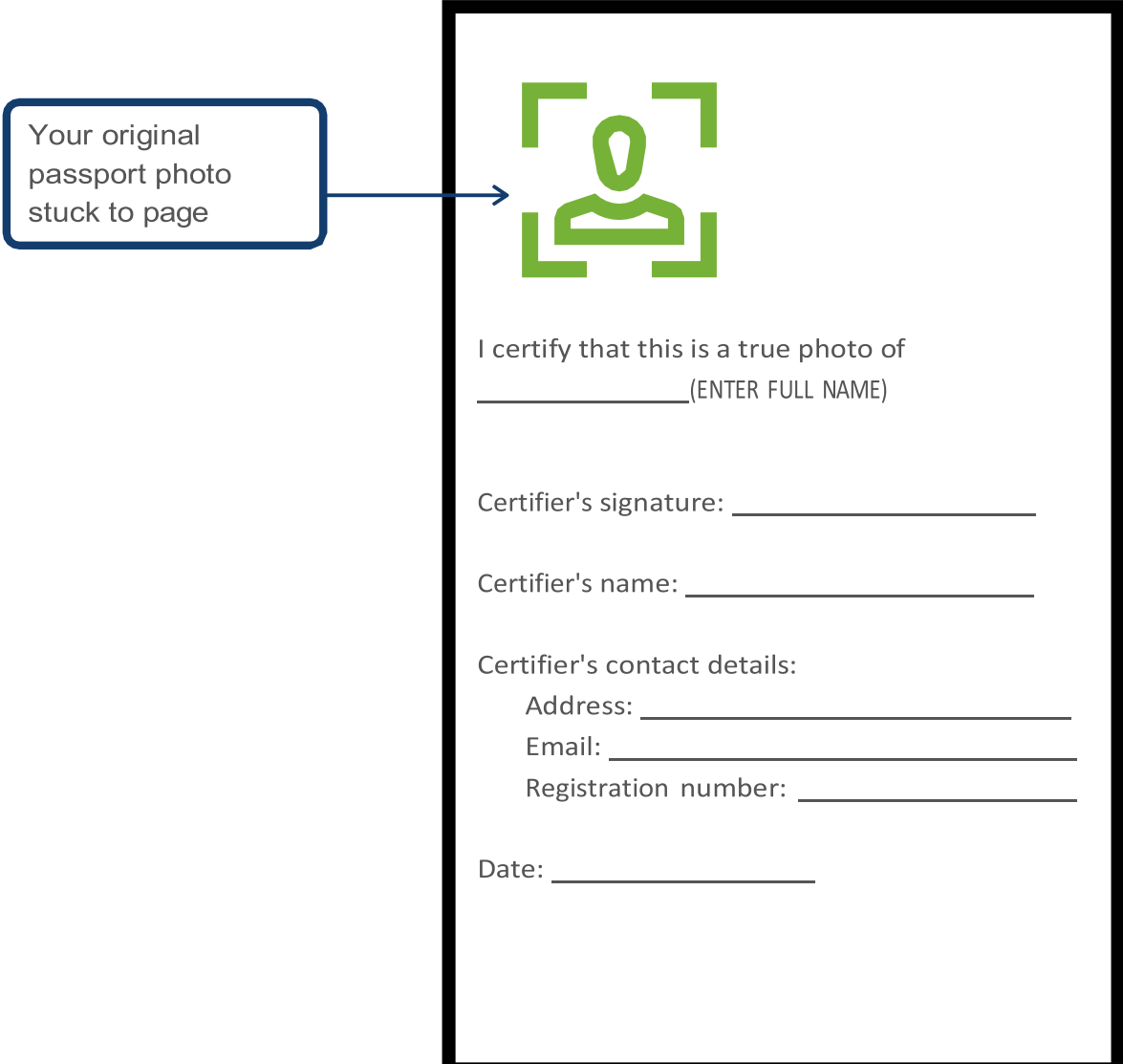
# ✓ Submitting a certified passport photo

You are required to provide a colour passport photograph with your application. This should be taken within the past twelve months.

You are also required to provide a certified copy of this photo which should be created as follows:

1. Create a single-page document as illustrated below, which includes your passport photograph at the top.
2. Beneath your photograph, request a person who is eligible to certify documents to certify that “This is a true photo of .... [YOU]”. ([Find information on people eligible to be certifiers here](#))
3. Ensure that your certifier has included a legible signature, together with contact and registration details.
4. Scan the entire page at in colour at  $\geq 300$ dpi resolution and upload in the appropriate section of AVBC's Application Portal.

Your original passport photo stuck to page



The diagram illustrates the process of submitting a certified passport photo. On the left, a blue-bordered box contains the text "Your original passport photo stuck to page". A blue arrow points from this box to a larger, black-bordered rectangular area representing the certification form. At the top of this form is a green icon of a person's head and shoulders within a square frame. Below the icon, the form contains several fields for certification: "I certify that this is a true photo of \_\_\_\_\_ (ENTER FULL NAME)", "Certifier's signature: \_\_\_\_\_", "Certifier's name: \_\_\_\_\_", "Certifier's contact details:" followed by "Address: \_\_\_\_\_", "Email: \_\_\_\_\_", and "Registration number: \_\_\_\_\_". At the bottom of the form is a "Date: \_\_\_\_\_" field.